

## **APPENDIX 1 TO ITEM D**

### **Awards for Innovation in Higher Education Report on Proposed Uses of Awards**

#### **Overview**

These instructions describe the process for the coordinating institution of an application selected for an award by the Committee on Awards for Innovation in Higher Education to seek the release of funds included in that award. The committee is required to approve the proposed uses of the award funds before the Director of Finance releases those funds to the coordinating institution. As articulated in the application package approved by the committee on September 29, 2014, the committee's expectation is that funds will be used for appropriate, one-time purposes that are related to the priorities of the Awards for Innovation in Higher Education program. While an award is a one-time allocation from the state, funds could be spent over multiple years if an awardee proposes to do so.

#### **Instructions**

Please submit a report with the following components to the Director of Finance no later than April 10, 2015:

1. The name of the coordinating institution of the application selected for an award and, if applicable, the names of any other participants that are eligible to receive award funds and to which the coordinating institution intends to transfer funds. To be eligible to receive funds, a participant must be a University of California campus, a California State University campus, a California community college, a private institution of higher education, or a K-12 local education agency.
2. The amount of the award, as approved by the Committee on Awards for Innovation in Higher Education.
3. The amount of funds proposed for expenditure by the coordinating institution, a narrative describing the purposes for which those funds would be expended, and a timeline for expenditure. This narrative should explain how the purposes described are (1) one-time in nature and (2) related to the priorities of the Awards for Innovation in Higher Education.
4. If applicable, the amount of funds to be transferred by the coordinating institution to participants eligible to receive funds, the amount of funds proposed for expenditure by each participant, a narrative describing the purposes for which those funds would be expended, and a timeline for expenditure. Again, this narrative should explain how the purposes described are (1) one-time in nature and (2) related to the priorities of the Awards for Innovation in Higher Education.

Please email this report to [innovationawards@dof.ca.gov](mailto:innovationawards@dof.ca.gov). The subject line of the email should use the following convention: "Use of Funds Report: [Application Number] Coordinating Institution Name." Please use the application number provided by the committee.

Upon receipt of this report, the Director of Finance may request additional detail from the coordinating institution, if such information is necessary to ensure appropriate use of funds.